

CALL TO ORDER: Supervisor Julian called the regular meeting of the Kasson Township Board to order at 7:00 pm, with the Pledge of Allegiance.

ROLL CALL: Members Present: Greg Julian – Supervisor, Dana Boomer - Clerk, Julia Carter – Treasurer, Tad Carter – Trustee
Member(s) Absent: Roger Noonan – Trustee
Staff Present: Sheree Nelson

AMENDMENTS TO AGENDA – The board briefly discussed the agenda. **Boomer moved to approve the agenda as presented. J. Carter seconded. All in favor, motion carried.**

PUBLIC COMMENT: None

MINUTES – The board discussed the minutes from the regular meeting on January 11, 2022. **T. Carter moved, J. Carter seconded to approve the January 11, 2022 regular meeting minutes as presented. All in favor, motion carried.**

PERTINENT COMMUNICATIONS: None

PRESENTATION: None

FINANCIAL REPORTS:

a) **TREASURER'S REPORT:** J. Carter had previously submitted the treasurer's report to the board. Receipts total \$585,394.49. Disbursements \$506,697.45. Balance \$841,736.13.

b) **BUDGET REPORT:** Boomer and Nelson presented the budget report through January. The board briefly discussed.

c) **BILL APPROVAL** – Boomer presented the check detail. The board briefly discussed. **J. Carter moved to pay the bills as presented; seconded by T. Carter. All in favor, motion carried.**

UNFINISHED BUSINESS:

a. **Cemeteries** – Boomer received a call from Anita Herrmann. Herrmann stated that she and her now ex-husband purchased four lots in the East Kasson Cemetery in the early 1990s. Their daughter was buried in one of the plots, but she now cannot find receipts for the other three lots. Boomer looked at the records for the East Kasson Cemetery, and confirmed the burial of the daughter, but has no record of the purchase of the lots. The board discussed. Boomer will re-contact Ms. Herrmann and see if any additional documentation has been found.

b. **Federal American Rescue Plan Act** – Boomer reported that there was an additional \$340.02 received from ARPA funds for the year, which was the township's share of the monies not distributed to municipalities who did not put in for the money. The board discussed, and had

consensus that this item can be removed from the list and the monies distributed under the various capital items under discussion on each agenda.

- c. **Mining/Gravel Legislation** – There has been no change on the gravel legislation – it remains in committee at the House level.
- d. **2022 Master Plan Draft** – Chuck Schaeffer had distributed a memo outlining the upcoming steps for the Master Plan rewrite. In his memo, he requested that the board make a motion to approve the distribution of the plan document known as “2022 Master Plan V.4”, as recommended by the MSU Master Plan Checklist. **Boomer moved, J. Carter seconded to approve the distribution of the 2022 Master Plan V4, as recommended by the Planning Commission. All in favor, motion carried.**

In his memo, Schaeffer also reminded the Board that they could assert their right to have the final decision on adopting/rejecting the final draft of the Master Plan. If the Board rejects that ability, the final decision will rest with the Planning Commission. The board discussed. **Boomer moved to assert the right of the Township Board to have final approval of the Master Plan, after approval by the Kasson Township Planning Commission. J. Carter seconded. All in favor, motion carried.**

- e. **Other Unfinished Business** - None

NEW BUSINESS –

- a. **2022/23 Budget** – Boomer and Nelson had previously distributed a draft of the 2022/23 budget. The board discussed. No changes were requested. The board will make any final changes at the March meeting.
- b. **Deputy Pay Rate** – Boomer and Carter requested that the pay rate for their deputies be increased to \$20/hr, from \$16/hr. Both deputies are fully trained and able to step in if the clerk/treasurer are unavailable. **J. Carter moved, Boomer seconded to increase the pay rate for the Deputy Clerk and Deputy Treasurer to \$20/hr. All in favor, motion carried.**
- c. **Sidewalk Ordinance** – Boomer distributed a draft of a sidewalk ordinance, which is substantially similar to that currently in place in Leland Township. The board discussed. Boomer recommended that the ordinance be sent to legal counsel for review, and be returned for discussion at the next meeting. **J. Carter moved, T. Carter seconded to forward the draft ordinance to Tom Grier for review. All in favor, motion carried.**
- d. **Salary Resolutions** - Boomer presented draft resolutions for 2022 salaries of the board members (see attached). The board discussed. Due to the increases last year, there was consensus to make no changes to the salaries for the 2022/23 fiscal year.

Boomer moved to accept Resolution #02-2022, with the Supervisor’s salary in the amount of \$12,500. T. Carter seconded. Roll call vote: T. Carter (yes), J. Carter (yes), Boomer (yes), Julian (yes). All in favor, motion carried.

J. Carter moved to accept Resolution #03-2022, with the Clerk's salary in the amount of \$15,800. T. Carter seconded. Roll call vote: T. Carter (yes), J. Carter (yes), Boomer (yes), Julian (yes). All in favor, motion carried.

Boomer moved to accept Resolution #04-2022, with the Treasurer's salary in the amount of \$15,800. T. Carter seconded. Roll call vote: T. Carter (yes), J. Carter (yes), Boomer (yes), Julian (yes). All in favor, motion carried.

Boomer moved to accept Resolution #05-2022, with the Trustee's salary in the amount of \$115 per meeting. J. Carter seconded. Roll call vote: T. Carter (yes), J. Carter (yes), Boomer (yes), Julian (yes). All in favor, motion carried.

- e. **2022 FYE Audit** – Boomer brought forward a quote from Gabridge for the township's biannual audit in the amount of \$4,100, and recommended that Gabridge be hired for the audit. The board briefly discussed. T. Carter would like to see more than one bid for the audit. The board discussed – Boomer stated that there are three firms conducting municipal audits for the area and each time she has gone out for quotes, Gabridge and Tobin end up being very close to the same, while the third firm is substantially higher. Because Tobin was used by the township for so many years, she recommends staying with Gabridge for at least one more audit cycle. **Boomer moved, J. Carter seconded to approve the hiring of Gabridge for the township's FYE 2022 audit, in the amount of \$4,100. In favor: Julian, Boomer, J. Carter. Opposed: T. Carter. Motion carried.**
- f. **Board of Review Resolution** – Chuck Schaeffer had distributed the annual Poverty Exemption Resolution, Resolution # 06-2022 (see attached). **Boomer moved, J. Carter seconded to approve the 2022 Poverty Exemption Resolution, Resolution # 06-2022. Roll call vote: Boomer (yes), J. Carter (yes), T. Carter (yes), Julian (yes). Motion passed.**

Schaeffer had also distributed a memo requesting that the board give their thoughts on whether the Board of Review should discuss granting partial poverty exemptions to persons who make slightly over the poverty exemption limits. The board briefly discussed, and had a consensus that they had no objection to the Board of Review discussing of granting partial poverty exemptions at levels similar to those suggested in the memo.

- g. **Other New Business** - None

CAPITAL PROJECTS – EXPLORATION

- a. **Maple City Improvement Project** – Boomer has begun looking at the Parks and Recreation Plans for surrounding townships and villages. The board had previously discussed getting a quote for having Complete Outdoor to clean the vegetation out of the existing sidewalks – Julian has reached out to Complete Outdoor and has not yet heard back.
- b. **Broadband** – No update. Cherry Capital Communications reached out to Julian and Boomer to state that they will be submitting a Metro Act application, likely sometime in February. From the time of submittal, the board has 45 days to approve or deny the application. Boomer stated that, given the required supporting information, this will likely be a large submission, and she will get it to the board as soon as possible, so that they have plenty of time for review prior to the next meeting.
- c. **Township Hall Renovation** – J. Carter has spoken with two architects regarding creating drawings for a northern entrance to the hall. One is available in the spring and one is not available until fall. The board discussed. Board members will work on getting quotes from

licensed builders for the front entrance, and J. Carter will contact the architect available in the spring for a quote for services for the north entrance.

- d. **Fire Department Water Points** – Boomer and Chief Doornbos met with B&Z regarding the wells on their property, and signed a water use agreement for the department to use their wells. The Chief is working with B&Z on possible utilizations for the well, and the discussion regarding an increased pump size on their property is currently on hold. The board discussed a well being drilled at the town hall. There was a consensus to move forward on this in the 2022-2023 fiscal year, utilizing B&Z. Boomer will contact them regarding a final quote, including necessary electrical work, and to get a potential timeline for the work.
- e. **Fire Department New Station** – The four township supervisors met previously and discussed the options for infrastructure improvement and a possible change in governance structure to an Authority. The supervisors recommended that a Memorandum of Understanding be drafted that would transition responsibility for all capital upgrades to all four townships, for both the existing building and a new building. The Fire Board discussed that recommendation, and would like a general consensus from all four townships to move in that direction.

The board discussed, and had a consensus to support the creation of a draft MOU. There was also discussion regarding who would own the existing and proposed buildings if all four townships are contributing; this will also be covered in the MOU. If all four townships have the same consensus to move forward, Julian will work with department attorney David Bieganowski and a sub-committee of the department board and staff to put together a draft MOU for review first by the fire board and then by the township board. The name of this agenda item will be changed to cover the MOU and infrastructure improvement beyond a new station.

REPORTS: Planning Commission (PC) – At the January meeting, the PC heard a presentation for a new storage facility on M-72; there will be a public hearing at the February meeting.

Zoning Administrator (ZA) – Cypher had previously submitted written reports to the board. The board briefly discussed.

Supervisor – Julian summarized his activities for the month. There will be a survey from the Lake Leelanau Association being sent out to the various township boards and commissions. Julian is also part of an invasive species subcommittee; the board briefly discussed. Don Drabik commented that the watershed overlay district that has been proposed for the Glen Lake/Crystal River watershed is having problems being approved in Empire and Glen Arbor Townships, and has not been substantially discussed in Kasson Township. Torch Lake and Lake Leelanau are both experiencing extreme algae blooms, which frequently come from pollutants, which can come from well outside the actual lakeshore. The board and public discussed pollutants and the methods by which these can be mitigated. Don Drabik would like to see the watershed overlay district, or something similar, approved by the township. It is important that Kasson Township assists in the protection of the water resources in the region. Scott Mills stated that there are a lot of people who have their eyes on the water in the Great Lakes region, and it will only benefit us to have the appropriate stewardship and agreements in place to protect and defend our water resources. David Noonan would like to see lakeshore owners taking a greater role in the protection of the lake, as much of the pollution comes from septic systems on lake shore properties, and fertilizers used on those lots.

Assessor – Krombeen had previously distributed an assessor's report for February to the board. The board briefly discussed.

Fire Board – Nothing further to discuss.

Clerk/Elections Report – There are currently no scheduled elections until August 2022. Boomer is beginning to work on procuring supplies for the 2022 elections.

COMMITTEE REPORTS: Hall Use and Buildings and Grounds Reports – There was one hall use last week. The hall will be cleaned after the February PC meeting and after the March PC meeting. There are no issues with building and grounds.

PUBLIC COMMENT: None

BOARD COMMENT: None

The next regular meeting will be Tuesday, March 8, 2022 at 7 pm.

Motion by T. Carter to adjourn, second by Boomer / **All in favor, motion carried.** Meeting adjourned at 8:30 PM.

Submitted by:
Dana Boomer, Township Clerk

RESOLUTION # 02-2022

RESOLUTION TO ESTABLISH TOWNSHIP SUPERVISOR SALARY

WHEREAS, Michigan Compiled Law 41.95 authorizes the township board of Kasson Township to determine the salaries for the offices of supervisor, clerk, treasurer and trustee for fiscal year – by adopting a resolution at least 30 days prior to the township annual meeting, and

WHEREAS, on January 11, 2022, the township board adopted a resolution to hold the township annual meeting on March 19, 2022, at 10:00 a.m., and

WHEREAS, the township board deems that no adjustments in the salary of the office of supervisor are Warranted.

THEREFORE BE IT RESOLVED that as of April 1, 2022, the salary for the following township office shall be:

Supervisor.\$12,500

BE IT ALSO RESOLVED, that this resolution shall be submitted to the electors at the annual meeting to be held on March 19, 2022, at 10:00 a.m. at which time the electors may modify this resolution. Pursuant to MCLA 41.95(7), such modification(s) that may be made by the electors cannot result in a reduction of salary during each official's term of office. In the event that the electors fail to act on this resolution, the office shall be entitled to the salaries as established in this resolution, in accordance with state law.

BE IT FURTHER RESOLVED, that this resolution, adopted this 8th day of February, is properly adopted by the Township board at least 30 days prior to the annual meeting, as required by law.

Moved by board member: Boomer

Supported by board member: T. Carter

Upon a roll call vote, the following voted:

Aye: Julian, T. Carter, J. Carter, Boomer

Nay: None

Absent: Noonan

The supervisor declared the resolution adopted.

RESOLUTION # 03-2022

RESOLUTION TO ESTABLISH TOWNSHIP CLERK SALARY

WHEREAS, Michigan Compiled Law 41.95 authorizes the township board of Kasson Township to determine the salaries for the offices of supervisor, clerk, treasurer and trustee for fiscal year – by adopting a resolution at least 30 days prior to the township annual meeting, and
WHEREAS, on January 11, 2022, the township board adopted a resolution to hold the township annual meeting on March 19, 2022, at 10:00 a.m., and
WHEREAS, the township board deems that no adjustments in the salary of the office of clerk are Warranted.

THEREFORE BE IT RESOLVED that as of April 1, 2022, the salary for the following township office shall be:

Clerk.\$15,800

BE IT ALSO RESOLVED, that this resolution shall be submitted to the electors at the annual meeting to be held on March 19, 2022, at 10:00 a.m. at which time the electors may modify this resolution. Pursuant to MCLA 41.95(7), such modification(s) that may be made by the electors cannot result in a reduction of salary during each official's term of office. In the event that the electors fail to act on this resolution, the office shall be entitled to the salaries as established in this resolution, in accordance with state law.

BE IT FURTHER RESOLVED, that this resolution, adopted this 8th day of February, is properly adopted by the Township board at least 30 days prior to the annual meeting, as required by law.

Moved by board member: J. Carter

Supported by board member: T. Carter

Upon a roll call vote, the following voted:

Aye: Julian, T. Carter, J. Carter, Boomer

Nay: None

Absent: Noonan

The supervisor declared the resolution adopted.

RESOLUTION # 04-2022

RESOLUTION TO ESTABLISH TOWNSHIP TREASURER SALARY

WHEREAS, Michigan Compiled Law 41.95 authorizes the township board of Kasson Township to determine the salaries for the offices of supervisor, clerk, treasurer and trustee for fiscal year – by adopting a resolution at least 30 days prior to the township annual meeting, and
WHEREAS, on January 11, 2022, the township board adopted a resolution to hold the township annual meeting on March 19, 2022, at 10:00 a.m., and
WHEREAS, the township board deems that no adjustments in the salary of the office of treasurer are Warranted.

THEREFORE BE IT RESOLVED that as of April 1, 2022, the salary for the following township office shall be:

Treasurer.\$15,800

BE IT ALSO RESOLVED, that this resolution shall be submitted to the electors at the annual meeting to be held on March 19, 2022, at 10:00 a.m. at which time the electors may modify this resolution. Pursuant to MCLA 41.95(7), such modification(s) that may be made by the electors cannot result in a reduction of salary during each official's term of office. In the event that the electors fail to act on this resolution, the office shall be entitled to the salaries as established in this resolution, in accordance with state law.

BE IT FURTHER RESOLVED, that this resolution, adopted this 8th day of February, is properly adopted by the Township board at least 30 days prior to the annual meeting, as required by law.

Moved by board member: Boomer

Supported by board member: T. Carter

Upon a roll call vote, the following voted:

Aye: Julian, T. Carter, J. Carter, Boomer

Nay: None

Absent: Noonan

The supervisor declared the resolution adopted.

RESOLUTION # 05-2022

RESOLUTION TO ESTABLISH TOWNSHIP TRUSTEES' SALARY

WHEREAS, Michigan Compiled Law 41.95 authorizes the township board of Kasson Township to determine the salaries for the offices of supervisor, clerk, treasurer and trustee for fiscal year – by adopting a resolution at least 30 days prior to the township annual meeting, and

WHEREAS, on January 11, 2021, the township board adopted a resolution to hold the township annual meeting on March 19, 2022, at 10:00 a.m., and

WHEREAS, the township board deems that no adjustments in the salary of the office of trustee are Warranted.

THEREFORE BE IT RESOLVED that as of April 1, 2022, the salary for the following township office shall be:

Trustee.\$115/meeting

BE IT ALSO RESOLVED, that this resolution shall be submitted to the electors at the annual meeting to be held on March 19, 2022, at 10:00 a.m. at which time the electors may modify this resolution. Pursuant to MCLA 41.95(7), such modification(s) that may be made by the electors cannot result in a reduction of salary during each official's term of office. In the event that the electors fail to act on this resolution, the office shall be entitled to the salaries as established in this resolution, in accordance with state law.

BE IT FURTHER RESOLVED, that this resolution, adopted this 8th day of February, is properly adopted by the Township board at least 30 days prior to the annual meeting, as required by law.

Moved by board member: Boomer

Supported by board member: J. Carter

Upon a roll call vote, the following voted:

Aye: Julian, T. Carter, J. Carter, Boomer

Nay: None

Absent: Noonan

The supervisor declared the resolution adopted.

RESOLUTION FOR POVERTY EXEMPTION - 2022

Resolution 2022-06

WHEREAS, the adoption of guidelines for poverty exemptions to property taxes is required annually of the Kasson Township Board; and

WHEREAS, the principal residence of persons, who the Assessor and Board of Review determines by reason of poverty to be unable to contribute to the public charge, is eligible for exemption in whole or in part from taxation under Public Act 390 of 1994 (MCL 211.7u); and

WHEREAS, pursuant to PA 390 of 1994, the Township of Kasson, Leelanau County, adopts the following guidelines for the Board of Review to implement. The guidelines shall include but not be limited to the specific income and asset levels of the claimant and all persons residing in the household, including any property tax credit returns, filed in the current or immediately preceding year;

To be eligible, a person shall do all the following on an annual basis (except as provided in the Resolution Section, below):

- 1) Be an owner of and occupy as a principal residence the property for which an exemption is requested
- 2) File a claim with the assessor or Board of Review, accompanied by federal and state income tax returns for all persons residing in the principal residence, including any property tax credit returns filed in the immediately preceding year or in the current year
- 3) File a claim reporting that the combined assets of all persons do not exceed the current guidelines. Assets include but are not limited to, real estate other than the principal residence, personal property, motor vehicles, recreational vehicles and equipment, certificates of deposit, savings accounts, checking accounts, stocks, bonds, life insurance, retirement funds, etc.
 - Cash assets for the total household may not exceed 10% of the federal poverty guideline for each family size.
 - Non-cash assets for the total household may not exceed \$5,000. The following assets are excluded from this limit:
 - Applicant's homestead property
 - Applicant's household personal property
 - One vehicle used for personal transportation and one additional vehicle for each gainfully employed person in the household
 - Assets not accessible by the applicant or member of the household
 - Farm implements and equipment used to actively cultivate qualified agricultural property

- 4) Produce a valid driver's license or other form of identification if requested.
- 5) Produce, if requested, a deed, land contract, or other evidence of ownership of the property for which an exemption is requested.
- 6) Meet the federal poverty income guidelines as defined and determined annually by the United States Department of Health and Human Services or alternative guidelines adopted by the governing body providing the alternative guidelines do not provide eligibility requirements less than the federal guidelines.
- 7) The application for an exemption shall be filed after January 1, but one day prior to the last day of the Board of Review for the purpose of preserving the right to appeal to the Michigan Tax Tribunal.
- 8) MI Treasury Form 5737 Application for MCL 211.7u Poverty Exemption
- 9) MI Treasury Form 5739 Affirmation of Ownership and Occupancy to Remain Exempt by Reason of Poverty
- 10) MI Treasury Form 4988 - Poverty Exemption Affidavit

The following are the federal poverty income guidelines which are updated annually by the United States Department of Health and Human Services. The annual allowable income includes income for all persons residing in the principal residence. Federal Poverty Guidelines for 2021 Assessments Size of Family Unit

2021 Poverty Guidelines for the 48 Contiguous States and the District of Columbia	
Persons in family/household	Poverty guideline
1	\$12,880
2	17,420
3	21,960
4	26,500
5	31,040
6	35,580
7	40,120
8	44,660

NOW, THEREFORE, BE IT HEREBY RESOLVED that

(a) The assessor and Board of Review shall follow the above stated policy and federal guidelines in granting or denying an exemption, unless the assessor and Board of Review determines there are substantial and compelling reasons why there should be a deviation from the policy and federal guidelines and these reasons are communicated in writing to the claimant.

(b) Kasson Township further resolves to allow an exemption granted in 2019, or 2020 to carry forward to 2021, 2022 and 2023 for those persons who receive a fixed income solely from public assistance that is

not subject to significant annual increases (Federal Supplemental Security Income, Social Security disability or retirement benefits).

- (c) Kasson Township further resolves that any new exemptions in 2021, 2022 or 2023 to remain exempt for up to 3 years for persons who receive a fixed income (MCL 211.7u(6)(b))

The foregoing resolution offered by Township Board Member Boomer and supported by Township Board Member J. Carter.

Upon roll call vote, the following voted:

“Aye”: Boomer, Julian, J. Carter, T. Carter

“Nay”: None

Absent: Noonan

The Supervisor declared the resolution adopted .